Amarillo College

Physical Therapist Assistant Clinical Experience Handbook

AC'S CORE VALUES

Create a No Excuses philosophy through actions which display the following values:

- **Caring through WOW**
- **Caring through FUN**
- **Caring through INNOVATION**
- **Caring through FAMILY**
- **Caring through YES**

AC'S MISSION

Transforming our community and economy through learning, innovation, and achievement.

HANDBOOK DISCLAIMER

This Physical Therapist Assistant Clinical Experience handbook is reviewed and updated once per year by the faculty. It describes the policies, regulations, and procedures which are currently in effect for the Physical Therapist Assistant Program at Amarillo College. Amarillo College always reserves the right to make necessary changes in the handbook at any time to reflect current Board of Regents policies, administrative regulations and procedures, and amendments imposed by Texas law.

Changes in the handbook may become necessary to improve the program. Should any change in policy and/or procedures become necessary, each student will be notified, in writing, of the change. Consequently, any change supersedes previous statements, and the student will be required to abide by the change.

The student shall carefully read this program handbook and become knowledgeable of its contents as soon as possible. The student will abide by its contents each day while participating in this educational program. Any question, comment, or criticism about any statement in the handbook should be directed, in writing (signed and dated), to the Program Director. Students are responsible for all information in the handbook. Students claiming to be unaware of a policy will not be excused from complying with the policy. Students should request clarification as soon as possible if any portion of the handbook is unclear or is different than the course syllabus.

Refer to the course syllabi for the most recent changes. Each syllabus may include additional requirements or restrictions that apply to the course specific technical, psychomotor, and content knowledge and skill acquisition. The syllabus will supersede the information in this handbook.

Amarillo College PO Box 447
Amarillo Texas 79178
806-371-5000

Physical Therapist Assistant Program

AMARILLO COLLEGE PTA PROGRAM CONTACT INFORMATION

PTA Program Director
Kelly Jones, PT, DPT
(806) 354-6043
kjjones54@actx.edu

Academic Coordinator of Clinical Education (ACCE)
Pam Quintanilla, PTA, BGS
(806) 354-6092
p0130496@actx.edu

Adjunct Faculty

Dean of Health Professions
Kim Boyd, MS
(806) 354-6060
kmboyd@actx.edu

Executive Secretary of Health Professions
Janet Barton
(806) 354-6055
jlbarton@actx.edu

PTA fax number	(806) 354-6076
Website	https:\\www.actx.edu\phys_therapist\

Accreditation

The Physical Therapist Assistant Program at Amarillo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call Kelly Jones, PT, DPT (806-676-4499) or email @ kjjones54@actx.edu.

The **Commission on Accreditation in Physical Therapy Education** (CAPTE) is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. CAPTE does not accredit institutions and is not a Title IV gatekeeper.

Accreditation by CAPTE is a statement that a physical therapist or physical therapist assistant education program meets the standards for quality set by the profession. CAPTE accredits physical therapy programs that educate students for entry into the profession:

- Professional physical therapist programs at the clinical doctorate levels
- Technical physical therapist assistant programs at the associate's degree level.

If you have a complaint regarding the PTA program please contact the Program Director, Kelly Jones, PT, DPT at (806-354-6043) or email @ Kjjones54@actx.edu. Complaints from clinical or physical therapy practice settings or any other individual made to the PTA Program will be addressed on an individual basis. Initially, an attempt will be made to handle the complaint through informal conferences with the appropriate program personnel. If the informal conference fails to resolve the issue, the complainant will be informed he/she can pursue filing a formal complaint and provided with a copy of Board Policy GB (LOCAL). If you wish to make a complaint outside of the PTA program director, you may contact Kim Boyd, Dean, Health and Human Sciences at 806-354-6055 or by email at Kmboyd@actx.edu. Retaliation against anyone involved in the complaint process is a violation of the College policy and is prohibited.

CLINICAL GUIDELINES

The purpose of the clinical experiences is to introduce the student to patient care in a real-life situation. Clinical experiences are used for observation and application of actual treatment techniques studied in the classroom and lab. There are three full-time clinical rotations. Students should expect to complete at least one out-of-town clinical rotation, which may cause them to incur additional room and board expenses for the rotation.

CLINICAL CONTRACTS

Clinical contracts are an established agreement between Amarillo College and the participating facilities. Copies of all signed clinical contracts are maintained in the Health Professions Division Office. Both the Program Director and the ACCE are responsible for reviewing clinical contracts each year to ensure that all clinical contracts are current and unexpired.

GRIEVANCE PROCESS

A student who has an issue with the course or course instructor should make every attempt to resolve the problem with the course instructor. If that is not successful, the student may appeal the decision of the instructor to the program director, Dean of Health Professions/Division Committee, Associate Vice President of Academic Affairs, Vice President of Academic Affairs, and the Amarillo College President - IN THAT ORDER. If needing to contact the program/institution directly, please call 806-354-6043 or email kjjones54@actx.edu.

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How to File a Complaint About the Physical Therapist Assistant (PTA) Program

The PTA Program encourages individuals to express any concerns they may have about the program. All individuals have the right to raise concerns and file complaints without fear of retribution.

The PTA Program maintains its own complaint policy, which operates independently from the college's due process policies and procedures. This program-specific policy focuses on concerns unique to the PTA program, including academic issues, clinical rotations, and interactions among faculty, students, and the public. In contrast, the college's due process policies address more serious matters, such as sexual harassment, discrimination, and academic misconduct.

Anyone may report concerns about the PTA program without fear of retaliation, including

- **Students (current and prospective)**
- **Graduates**
- **Faculty and staff (full-time, part-time, and visiting)**
- **Clinical education sites**

- **Employers**
- **The general public**

You can file a complaint about a wide range of issues, such as:

- **Academic issues: unfair treatment by instructors, cheating**
- **Non-academic issues: program resources, student behavior, safety concerns, fairness, communication problems**
- **Faculty or staff behavior: unprofessional conduct, harassment, discrimination**

Follow these steps to file a complaint:

1. **Make an issue to settle the issue informally before escalating**
2. **If informal discussion doesn't work, fill out a PTA Program Complaint form within 10 days of the incident.**
3. **Complaints must include the following information:**
    a. **Name and contact information for the stakeholder. Anonymous complaints will not be investigated.**
    b. **The date and time of the incident.**
    c. **A clear statement of the issue, relevant facts, contact information, and any supporting documentation.**
    d. **The names of any other individuals who were involved in the incident.**
    e. **Copies of any other relevant information and supporting evidence.**
4. **Submit the form and support documents to the Program Director**
    a. **Complaints regarding the Program Director should be sent to Dean of Health Sciences**

Complaint Investigation: The PTA program will establish an ad-hoc committee of three to investigate complaints. Upon receiving the complaint, the ad-hoc committee will evaluate and investigate the concerns raised within five business days. Each participant will be able to offer their perspective and submit relevant evidence or witnesses.

Investigation Process: The Program Director will lead the investigation, ensuring transparency, impartiality, and confidentiality. They may gather additional information from students, faculty, or others involved. Once the investigation is completed, the Program Director with a written decision within 48 hours.

Complex Complaints: The complexity and nature of the complaint may necessitate additional time to conduct a thorough and fair investigation. In such cases, the Program Director will provide the complainant with regular updates regarding the process of the investigation and estimated timeline for resolution.

The Complaint Committee may need to:

- **Gather more information**
- **Interview people involved**
- **Carefully review evidence**

Communication of Findings: Once the investigation is completed, the Program Director will provide a written report summarizing the findings, recommendations, and proposed actions to address the complaint.

Decisions and Appeals:

1. **Complaints outside due process: Program-level decisions concerning complaints beyond the scope of due process are final. If dissatisfied with the program-level resolution, there is no additional avenue for appeal within the program.**
2. **Due process concerns: Students who believe their due process rights have been violated are referred to the Student Rights and Responsibilities section of the Catalog.**
3. **CAPTE Accreditation Standards: Individuals who believe the program is not adhering to CAPTE accreditation standards should directly contact CAPTE.**

Filing a Complaint with CAPTE:

The program encourages you to use the internal complaint process first. However, you have the right to file a complaint with the Commission on Accreditation in Physical Therapy Education (CAPTE) if you believe the college's process hasn't adequately addressed your concerns about the program's quality.

What can you file a CAPTE complaint about?

- **Issues related to the program's curriculum, such as content, organization, or outdated materials.**
- **Concerns about the qualification or performance of faculty members.**
- **Problems with the program's facilities or resources, impacting your ability to learn.**

How to File a CAPTE Complaint:

1. **Visit the CAPTE website for their complaint process and forms: Complaints | Commission on Accreditation in Physical Therapy Education**

OR

2. **Contact the APTA Accreditation Department for more information to obtain any necessary materials**
   - **Phone: 703-706-3245**
   - **Email: accreditation@apta.org**

Remember:

- **Filing a CAPTE complaint is a separate process from the college's internal grievance procedure.**
- **CAPTE focuses on issues that impact the overall quality of the program, not individual grievances.**

STUDENT REQUIREMENTS FOR CLINICAL ASSIGNMENTS

- Grade Point Average
    - The student must have earned a grade of "C" or higher (75.0% or higher) in all Physical Therapist Assistant courses to participate in PTHA 1260 Clinical I and PTHA 2567: Practicum I.
- Health Requirements
    - Students are required to complete the Essential Expectations for the PTA Students after acceptance into the Physical Therapist Assistant Program and to notify the program director and ACCE if they have any changes in their ability to complete the essential expectations. After a status change, they must get clearance from their physician before clinical assignments. Health requirements, such as tuberculosis screening and immunizations must be current, must be maintained by the student in Complio (www.complio.com), and must be available for all clinical assignments. In addition, clinic rotations may have additional testing requirements, such as drug or lab testing. If the student cannot safely and competently perform the essential physical requirements for a physical therapist assistant in the work setting, the student shall provide the clinical site with reasonable accommodation and will be required to provide the medical documentation requirements as a potential employee within that facility. The clinical site has the right to deem the accommodation unreasonable.
- Liability Insurance
    - Each student is required to pay a fee as a part of his/her tuition and fees that covers liability insurance for clinical participation. These fees must be paid prior to the student's participation in the clinical courses. Students who fail to meet this requirement will not be allowed to intern in Physical Therapy departments until premiums are paid. Absence because of non-payment of an insurance premium is considered an unauthorized absence, and the student may be dropped from the course.
- Current healthcare provider CPR certification.
- Name tag
    - Each student must purchase an Amarillo College student PTA name tag through the West Campus Student Assistance Center. The ACCE will notify students when they may purchase name tags.
- Complio (www.complio.com) Background Check
    - Students are required to successfully complete a background check through Complio (www.complio.com) prior to acceptance into the PTA program.

UNACCEPTABLE STUDENT CONDUCT DURING CLINICAL ASSIGNMENT

Assignment of students to clinical facilities depends on the facility's willingness to accept a student at a specified time. Clinical assignment is not guaranteed with enrollment. A student is a guest in the facility to which he/she has been assigned; consequently, if the student's behavior or performance in any way disrupts patient services in the facility, the preceptor or faculty may immediately terminate the student's assignment. The standard agreement between the college and the clinical facility states the following: "While the agency has the right to require the college to withdraw any student whose work, conduct, demeanor, or willingness to cooperate with co-workers or to serve patients/clients or the public is unsatisfactory to the agency, the agreement also grants and recognizes the right of an agency

department head, in an emergency as interpreted by that department head, in his or her discretion, to summarily relieve that student from a specific assignment or to summarily request a student to leave the department pending final determination of the student's future assignment by the agency and college."

One or more of the following actions (or like actions) by a student may be grounds for immediate termination by the college of the clinical assignment or termination from the program:

- Threatening behavior or potential threatening behavior affecting
    - welfare of the patient/client
    - the facility to which the student is assigned
    - the educational collaboration relationship between the college and the facility
- Violation of patient confidentiality, including photography or comments on social media
- Specific mentions of clinical sites or staff on social media
- Failure to adhere to facility policy and/or procedures
- Repeated failure to follow instructions
- Arguing with the supervisor
- Use of profane, abusive, or vulgar language
- Refusal to carry out assigned duties
- Failure to follow attendance procedures
- Misrepresentation of personal competency level
- Initiating or responding to attempts to establish a personal relationship (including social media contact) with other staff members, patients, or families during the time of the clinical rotation

Failure to alter behavior after constructive feedback from supervisor may lead to the following:

- If a CCCE or CI preceptor requests the withdrawal from the clinic of a student, the following actions may occur. Depending on the situation, the sequence of these actions may vary. The CCCE or CI will notify the ACCE of the problems in student performance and indicate at what date he/she wishes the student's assignment to be terminated.
- As soon as possible, the ACCE, CCCE, CI and the student will meet to resolve the problem(s). At this point, a plan of action will be developed to improve the identified deficit(s). Compliance with this plan of action will affect the final decision on continuation or discontinuation of that assignment. This decision will be determined by the AACE and the director of the PTA Program. If a facility requests the withdrawal of a student from a clinical assignment, the student cannot return to that facility for any future clinical assignments nor shall the student in any way harass employees of that facility.
- If, in the judgment of the ACCE or program director, the student should continue in the clinical, but be placed in another facility, attempts will be made by the ACCE to secure another site following the normal procedures for site assignment.
- If the student's behavior indicates additional learning experiences will be necessary to facilitate a successful placement, the student will be prescribed additional learning activities by the ACCE, and the student will be eligible for re-enrollment. No more than one reenrollment in a clinical assignment will be allowed whether the student is terminated for behavior problems or academic difficulty.
- If the student indicates by his/her behavior unwillingness or inability to perform successfully in the clinical, the student will be withdrawn from the clinical. The ability to reenroll will be based

upon the appeal process outcome.

- Any documented evidence of unprofessional/unethical behavior by the student during the clinical will result in a written and verbal probationary reprimand (and possible dismissal) by the director of the PTA Program and will become part of the student's records.

STUDENT CLINICAL RESOLUTION STATEMENT

If at any time, problems arise with the student in the clinic, the academic coordinator of clinical education (ACCE) or in his absence, the program director must be notified. If appropriate, a time will be scheduled for the ACCE to meet with the student and the clinical coordinator of clinical education to resolve the problem.

CLINICAL ROTATIONS

PTHA 1260 Clinical I:
Clinical 1 is the first of three clinical experiences in a Physical Therapy setting. The purpose of this initial full-time, integrated four-week clinical experience is to apply, integrate, and perform learned clinical skills on patients under the direct supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant. Basic patient care skills, anatomy/biomechanics, therapeutic exercise, selected assessment techniques, and human disease and pathology will be emphasized. Typical practice settings may include acute care hospitals, private practice, skilled nursing centers, outpatient rehabilitation centers and home health agencies.

PTHA 2567 Practicum 1:

Practicum I comprises the second and third of three comprehensive clinical experiences in a physical therapy setting. The purpose of this final full-time clinical experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed Physical Therapist and/or licensed Physical Therapist Assistant. This experience consists of two seven rotations in two different settings. This experience emphasizes integrating previously learned and practiced PTA skills, special topics in PT, and clinical management and health care issues into delivering a comprehensive physical therapy treatment program. Typical practice settings may include acute care hospitals, private practice, sports, developmental centers, skilled nursing centers, geriatrics, pediatrics, VNA, in-patient and out-patient rehabilitation centers.

INFORMATION SENT TO CLINICAL FACILITY PRIOR TO ARRIVAL OF STUDENT

The following information is sent to each CCCE to be forwarded to the CI prior to clinical rotation. Upon completion of the clinical, all forms are to be forwarded immediately to the ACCE so that grading can be done on a timely basis:

- Student Contact Information
- Requests for accommodations for clinical education
- Pertinent Information, when applicable, about previous clinical performance

All matters and information under HIPAA protection or FERPA (Family Educational Rights and Privacy

Act) will not be provided to the clinical site without signed releases. The student is the party responsible for any release of information without a signed release.

FAILURE/TERMINATION

If a student fails or is terminated for any reason (academic, health, or other) in either PTHA 1260 or PTHA 2567, there is NO automatic guarantee that he/she will be allowed to repeat the clinical. To repeat the clinical, the student must make a request in writing within 10 days to the Program Director and ACCE. If the decision is made to allow the student to be reassigned to a clinic, the placement will depend on several prerequisites:

- Availability of a clinic in the local area.
- The student's signing a Release of Information form allowing Amarillo College to share relevant information with the clinic to which the student is reassigned. Upon review of that information, the clinic can accept or reject that student.
- When Amarillo College feels it is necessary, the student must seek and receive medical clearance and/or psychological counseling, during and/or prior to the student's assignment to the clinic.

Upon failure/termination of PTHA 1260 or PTHA 2567, a student (with approval as discussed above) can repeat one failed clinical. If the student fails to pass at this point, they will be automatically dismissed from the program. Housing and transportation are the responsibility of the student. PTHA 1260 and PTHA 2567 must be taken in sequence.

CLINICAL SKILLS (FOR PTHA 1260 AND PTHA 2567 ONLY)

The PTA program uses a web-based clinical assessment tool for the evaluation of each student's clinical performance. This tool addresses the scope of PTA practice including professional behaviors, patient management, technical skills, documentation, and communication. The student must meet minimum standards required for entry level status to graduate

Roles and Responsibilities

Academic Coordinator of Clinical Experience (ACCE)

The ACCE is a member of the Amarillo College academic faculty, who plans, administrates, and coordinates the physical therapist assistant student clinical education program.

The ACCE role includes:

1. Recruiting and assisting in maintaining an adequate number of clinical sites in terms of quality, quantity and scope of practice to meet the clinical teaching needs of the program.
2. Serving as liaison between Amarillo College and the affiliating clinical facilities by.
    a. Identifying and communicating with the CCCE or Clinical Instructors for Clinical Education

b. Scheduling and administrating the clinical affiliations.
c. Communicating activities, news and other information between the academic faculty and the clinical facilities.

3. Overseeing the preparation, supervision, and evaluation of student clinical experiences by:
    a. Preparing students for clinical affiliations
    b. Providing the clinical faculty with accurate up to date clinical education and evaluation tools
    c. Monitoring clinical performance of the students to ensure that they meet criteria for completing clinical affiliations
    d. Gathering data on student performance from personal observation, communication with students and clinical instructors and reviewing all clinical documentation and finally determining the final grades for each student.

Center Coordinator of Clinical Education (CCCE)

The CCCE is the representative of the clinic, who has been chosen to administrate and coordinate the assignments and activities of students at the clinical facility.

The CCCE role includes:

1. Providing necessary documentation to Amarillo College including the Clinical Site Information Form (CSIF), and assistance as necessary to help with obtaining and maintaining a cooperative agreement between the college and the clinical facility.
2. Determining the maximum number of students for which the facility can provide an appropriate clinical education experience during each clinical rotation.
3. Selecting an appropriate, qualified clinical instructor for each student.
4. Coordinating communication between the school and the clinical facility
5. Developing an appropriate clinical education program to be provided by the facility
6. Intervening between the student and the clinical instructor as needed
7. Encouraging clinical instructors to develop their clinical education skills as needed

Clinical Instructor (CI)

The CI is directly involved with the student and supervises the student during the clinical education experience. Program requirements for clinical instructors include a current Texas PTA or PT license, a minimum of 1-year full time (or equivalent) post-licensure clinical experience and clinical competence in their practice setting. Amarillo College classifies Clinical Instructors as volunteers and does not confer any special rights or privileges on volunteers. CI's do, however, receive the gratitude and appreciation of the Amarillo College PTA Program Faculty.

The CI roles includes:

1. Orienting each student to the clinical facility, including administrative and clinical

policies, standards of practice, department personnel and all emergency and safety policies and procedures before allowing the student to provide any direct patient care.
2. Introducing the PTA student to each patient and obtaining the patient's consent to be observed and/or treated by the student.
3. Observing all student/patient interactions, either directly or indirectly
4. Providing clinical mentorship and supervision during the clinical experience
5. Identifying specific strengths and weaknesses of each student and giving students this feedback verbally and in writing
6. Evaluating students' clinical performance and competency using the evaluation instruments provided by the academic program and documenting students' performance in specific, objective terms.
7. Maintaining confidentiality of all information and records relating to student clinical performance
8. Communicating with the ACCE or designated faculty member during every scheduled affiliation
9. Contacting the ACCE or designated faculty member immediately if:
    a. A student is in danger of receiving an unsatisfactory rating on any skill in Trajecsys
    b. Clinical absences or any other problems occur that prevent the student from meeting clinical objectives
    c. A student is not progressing with the Trajecsys skills as anticipated.

CLINICAL POLICIES AND PROCEDURES

Professional Liability Insurance

Faculty and students are currently covered by a professional liability insurance policy. This coverage is for the clinical portion of the curriculum only.

Drug/Alcohol Policy

The Amarillo College Alcohol and Drug Use Policy as adopted by the Board of Trustees, dated 9- 11-13, and located in the Amarillo College Board Policy Manual follows. The Board Policy Manual can be accessed from the Amarillo College website at: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1003&code=FLBE#legalTabContent

Any student suspected of violating this policy will be immediately removed from any classroom or clinical area and will be required to undergo drug and/or alcohol screening according to the Amarillo College Health and Human Science Division Alcohol/Substance Testing procedure, found in the General Procedures section later in this Handbook. Any fees incurred are the

responsibility of the student. If the student refuses to submit to testing or if such tests are positive, the student is subject to immediate dismissal.

Privacy of Student Health Information

Any student health information received by the clinical facility must be kept confidential according to HIPAA guidelines.

Drug Screen

Once accepted, PTA students are required to satisfactorily complete a random urine drug screen performed by Certified Background. The cost of this screen is the responsibility of the student. Should a student have a verified positive test result for alcohol, any illegal drug, abuse of prescribed or over the counter medication, or mind-altering substances, he/she will be given a reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, the student will not be allowed to participate in clinicals. Consequently, the student will not be able to meet required clinical objectives and will, therefore, be dismissed from the program. Reapplication will be considered on an individual basis.

Clinical facilities have varying rules and some require additional drug screens as a condition of placement. Students are advised of the possibility of additional drug screens prior to a clinical rotation. Some facilities provide the screen to the student at no cost; if not, the cost of the additional drug screen will be the responsibility of the student.

Immunizations and Screenings

According to the Texas Administrative Code and the Dallas-Fort Worth Hospital Council Foundation, students enrolled in health-related courses that involve direct patient contact in medical care facilities, regardless of the number of courses taken, the number of hours taken, or the classification of the student must provide, prior to patient contact, acceptable evidence of immunity or immunizations listed below.

A. Tetanus/Diphtheria/Pertussis (TDaP) – All students must have received one dose of TDaP within the past ten years.

B. Rubeola (Measles) – All students must show proof of either:

    1. two doses of vaccine given at least 28 days apart, or

    2. serologic confirmation of immunity on a screening titer.

C. Rubella (German measles) – All students must show proof of either:

    1. one dose of vaccine, or

2. serologic confirmation of immunity on a screening titer. D. Mumps – All students must show proof of either:

1. two doses of vaccine given at least 28 days apart, or
2. serologic confirmation of immunity on a screening titer.

E. Varicella (Chickenpox) – All students must show proof of either:

1. two doses of vaccine given at least 28 days apart, or
2. serologic confirmation of immunity on a screening titer.

F. Hepatitis B – All students must show proof of either:

1. a complete series of hepatitis B vaccine (sequencing requirement – 1 dose;
   2nd dose 1 month later; 3rd dose no less than 4 months from 1st), or
2. a series of two doses is required with Heplisav-B, or 3.

   serologic confirmation of immunity on a screening titer.

G. Influenza – Required annually during flu season; all students must show proof of one dose of vaccine, if applicable.

H. Meningitis – All entering students younger than 22 years of age must show proof of an initial meningococcal vaccination or a booster dose during the 5-year period before enrolling; the vaccine must be received at least 10 days before the semester begins. For more information, please go to http://collegevaccinerequirements.com/requirements.php.

I. TB Skin Test – All students must show proof of either:

1. a current negative TB skin test, or
2. in the case of a previous positive skin test, a negative chest x-ray report or verification of TB-free status from their physician.

Exemption for Immunization

Exemptions for any vaccination will be completed in the Complio-American Database and approved by the Program Director.

*Site placement will be dependent on Sites acceptance of the exemption.

Cardiopulmonary Resuscitation Training (CPR):

Students will be required to take CPR during the Profession of Physical Therapy class that will be good for the entire 2 years while in the program.

Student Illness or Injury

Students returning to class or clinical following an illness or injury may be required to obtain a release from their health care provider. If activity restrictions are prescribed, the health care provider's documentation must be explicit. Some restrictions could prevent the student from continuing in a laboratory or clinical course and a course withdrawal or a grade of incomplete may be necessary, depending on the nature and timing of the problem. It is the responsibility of the student to contact the instructor before the next class or clinical to see if a doctor's release is necessary. Failure to obtain the requested release will prohibit the student from entering the laboratory or the clinical setting until the doctor's release is obtained.

Leave of Absence Policy

A leave of absence may be considered when a student is absent greater than 5 clinical days or 5 class/lab days within a semester. A leave of absence may include, but is not limited to emergency medical reasons, pregnancy, jury duty, or military leave. If the student is in a clinical rotation, they are required to notify the program director and the ACCE of the leave of absence prior to the expected leave and official documentation must be submitted for program documentation. If the leave of absence is due to an unexpected injury/accident, notification of the incident must be communicated to the program director and the ACCE within 48 hours by either the student or a family member and documentation must be submitted as soon as possible, but no later than the first day of the student's return. Each leave of absence will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the ACCE; however, some absences may result in the inability of the student to progress in the respective program. The possibility of readmission with the following cohort may be considered.

In cases of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, the college will provide students with "reasonable adjustments" that may be necessary due to the pregnancy.

Clinical Facilities

Clinical affiliations occur in various facilities in the Amarillo College service area as well as in other areas as needed. Students formally affiliate in three different clinical settings during their Physical Therapist Assistant education. Properly executed written agreements between the college and each facility delineate the responsibilities of both agencies.

Clinical Placement

Clinical placement is designed to introduce the student to as many areas of physical therapy practice as possible and thereby facilitate the attainment of the basic skills needed for the daily practice of physical therapy as a licensed physical therapist assistant. Clinical placement is also coordinated with the didactic component of the program so that students receive appropriate instruction prior

Students are advised that some clinical assignments may require long commutes or temporary relocation outside of the Amarillo area, which may result in additional living or commuting expenses for students given these assignments. The ACCE makes clinical assignments based on the student's educational needs and the needs of the PTA Program. The clinical assignment decisions of the ACCE are final.

If the ACCE is unable to place all students in the desired types of clinical facilities for each rotation, clinical affiliations may be postponed until special arrangements can be made by the ACCE for an appropriate clinical placement. This may require a student to extend their educational program past their anticipated graduation date.

If there are reentering students (according to the readmission policy in this handbook), currently enrolled students will be placed before reentering students.

Clinical Grading

PTHA 1260 Clinical I

The student is required to be at near entry or entry level on 75% of the skills which were available at the site. Essential skills designated by the red asterisk by the skill are required to be an entry level. A higher percentage results in a higher grade for the course.

Any additional skill that is unique to the facility is encouraged to be at entry level when possible.

ACCE GRADE

The ACCE grade will be based on the following criteria:

- Performance on Documentation Examples (1 submission) 15% of ACCE Grade
- Weekly Summary Entry (4 submissions) 40% of ACCE Grade
- Daily Log Sheets (20 submissions) 30% of ACCE Grade
- Submit Inservice Information 15% of ACCE Grade

Course Grade:

- Skill Acquisition 60%
- Attendance 20%
- ACCE Grade 20%

- Total 100%

PTHA 1260 Clinical I, the student should achieve entry level for a designated skill as designated above for this rotation with a score of 4. Not all skills are appropriate or routinely used in all clinics. The student is not penalized if a skill is not offered at this clinical rotation.

Two scores will be averaged for the SKILL ACQUISITION on the skills available at the facility.

- Performance score: Ratio of acquired points divided possible points. This is calculated by Trajecsys. A skill that is scored as not applicable or not observed does not impact the score. The student is only responsible for the skills available at the clinical site where he/she has an opportunity to demonstrate competency.
- Skill Score: Percentage of skills which meet near entry or entry level (3 or 4): Each 3 will equal .85 and 4 will equal 1.00. These will be added together for a total that will be divided by the total number of attempted skills. This score does not count any skill with a 2 or 1.

If the student is unable to be successful in the clinic and it is the determined that the student has failed the rotation, the student will be given an incomplete and an additional clinical rotation will be arranged. If at the end of the second attempt the student will receive a failing grade.

Acceptance for each approved skill will be subject to the following:

FAILURE OF PTHA 1260 will result if:

1. An inability to accomplish a minimum of skills as designated above.
2. A failure to submit required evaluations due at the end of the clinical through Trajecsys.
3. A failing evaluation by the Clinical Instructor due to poor performance that was not be resolved or remediated
4. Non-compliance with Facility and Program Attendance Policy Requirements without special permission given by the Clinical Instructor at the Facility, as well as by the Academic Coordinator for Clinical Education of the Program who additionally serves as the instructor for PTHA 1260.
5. Request from the Clinical Instructor or representative of the Clinical Facility to withdraw the student from the facility
6. *Withdrawal of the student from the facility by the ACCE due to non-compliance with requirements of the class or extenuating circumstances.****

ALL FINAL GRADES ARE THE RESPONSIBILITY OF THE ACCE/PROGRAM DIRECTOR FROM AMARILLO COLLEGE AND CAN BE MODIFIED AS NEEDED TO REFLECT THE STUDENT'S OVERALL PERFORMANCE ON THIS CLINICAL.

Completion of all required evaluations on Trajecsys.

Each student will submit 1 documentation example for Week 3. These are in addition to the notes that are required by your CI during your rotation. The note is to be uploaded to Blackboard by midnight on Friday of the Week 3. The notes are to be written on your actual patients with **all personal identifying information removed (name, address, birth date, medical record number, etc.) YOUR CI MUST APPROVE THE NOTES BEFORE YOU SUBMIT TO VERIFY THE CORRECT REMOVAL OF PHI.** These notes will be used to grade documentation skills. Areas such as organization of the information, formatting of the information, use of appropriate language, placement of information in appropriate sections, and overall documentation skills will be evaluated.

The student must provide an in-service to the site employees. The student must submit a copy of the handout for the presentation under Week 4.

The student is required to complete and submit all assignments as listed on Blackboard by the deadline stated in the assignment. *Students are required to check into Blackboard and Trajecsys every day.

******The clinical instructor maintains the right to terminate the clinical. Based on the circumstances and justifications of the termination, the student may or may not be offered another site to complete that clinical cycle, offered a chance to repeat the clinical at that site or another site, or may be dismissed from the program. This decision would be reviewed on a case-by-case basis through a faculty ad-hoc review process if the student completes and submits a formal request.***

Attendance

Attendance: "Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class." **All absences must be reported First to Pamela Quintanilla, PTA, BGS, ACCE and then to the CI in a method acceptable to the CI by telephone, text, or email,** *prior to the start of the scheduled workday***.**

Attendance Policy for Clinical or Practicum Attendance

- **Attendance will comprise 20% of the final grade for the clinical or practicum.**
    - **Each student begins with 100 points.**
    - **Each absence may result in a 10-point deduction. (Even if time is made up or the absence is excused and approved by ACCE.)**
    - **Routine or health maintenance appointments need to be scheduled outside of clinical and practicum times or scheduled during break times.**
    - **Transportation failures may result in a penalty.**
    - **The student is required to arrive at the clinic early enough to be at the**

designated work station and ready to work at the start of the clinic day.

- **Each student will clock in through www.trajecsys.com upon arrival at the work station and clock out when they leave the workstation.**
- **The student must recover the hours missed if the clinic is open and the appropriate licensed PT or PTA is willing, on-site, and able to provide legally required supervision of the student.**
- **The student is not required to recover hours missed which were due to the clinic's closure for a holiday, for a low-census day or early closure day, or for the absence of an appropriate licensed PT or PTA to provide legally required supervision.**
- **The method to recover hours will be chosen by the site clinical instructor and could result in extended days, weekend hours, extension of clinical duration, or failure of the clinical.**
- **Failure of Clinical 1 (Summer) results in dismissal from the program.**
- **Extenuating or unusual situations will be handled on a case-by-case basis through a faculty ad-hoc review process if the student completes and submits a formal request.**

PTHA 2567 Practicum 1

GRADING CRITERIA:

First Tier for Passing Grade:

- Students will be expected to have met **entry level** performance for all the required skills in the Trajecsys CI Evaluation of Student Performance. Essential skills designated by the statement in red are the required skills.
- The student is required to be at **entry level** for 80% of all skills which were available at the site.

Any additional skill that is unique to the facility needs to be at least a 3 out of 4.

Students are required to be at entry level at the completion of the second 7 week clinical rotation. If the student is not at entry level the student will receive a failing grade. This grade will be formulated on the basis of the student's performance as well as the interview with the CI. If the student is deemed to be below entry level upon completion of the second 7 week clinical rotation, the student will be required to complete a 3rd full time practicum rotation. If unsuccessful at the end of the third full time practicum rotation the student will be dismissed from the PTA Program and will be unable to sit for the licensure exam.

Grade Calculation:

- **Skill Acquisition(1) 70%**

- **Attendance(2) 10%**
- **ACCE Grade(3) 20%**
- **Total = FINAL GRADE 100%**

1)Skill Acquisition: Two scores will be averaged for the SKILL ACQUISITION on the skills available at the facility.

- **Performance Score: ratio of acquired points divided by possible points**
- **Skill Score: Percentage of skills which meet entry level 4. Each 4 is worth 1 point; 3 = .5; 2 or below = 0.**

2)ATTENDANCE: The student is expected to work the schedule that the clinical instructor is working. For Example: If the clinical instructor is required to rotate a weekend then the student is expected to take the same day off with the clinical instructor and then work the weekend day with the instructor. The student will obtain an attendance grade as outlined below. The student shall clock in and out each day on Trajecsys.com and document any absence or tardy. Absences and tardies will result in penalties, unless excused by the CI and the ACCE. While some incidental errors in recording time. A penalty of 10 points to the attendance grade will be given if the clock error rate exceeds 10%.

3)ACCE: This a calculated grade based on the following criteria:

- **Performance on Documentation Examples (2 examples, 1 from each clinical site) 30% of ACCE grade**
- **Weekly Summaries (7 submissions per clinical site) 40% of ACCE grade**
- **Daily Log Sheet (5 per week) 20% of ACCE grade**
- **Inservice grades (1 for each clinical) 10% of ACCE grade**

Possible Factors Resulting in an Automatic Failure

1. An inability to accomplish a minimum of skills as designated above.
2. A failure to submit required evaluations through Trajecsys.com
3. A failing evaluation by the Clinical Instructor due to poor performance that could not be resolved.
4. Non-compliance with Facility and Program Attendance Policy Requirements without special permission given by the Clinical Instructor at the Facility, as well as by the Academic Coordinator for Clinical Education of the Program who additionally serves as the instructor for PTHA 1260.
5. Request from the Clinical Instructor or representative of the Clinical Facility to withdraw the student from the facility.

6. Withdrawal of the student from the facility by the ACCE due to non-compliance with requirements of the class or extenuating circumstances.***

ALL FINAL GRADES ARE THE RESPONSIBILITY OF THE ACCE/PROGRAM DIRECTOR FROM AMARILLO COLLEGE AND CAN BE MODIFIED AS NEEDED TO REFLECT THE STUDENT'S OVERALL PERFORMANCE ON THIS CLINICAL.

Completion of all required evaluations on Trajecsys.com

The PTA should update and maintain the following documents/items in the Complio-American Database: updated immunizations, flu vaccine, CPR card, as well as Amarillo College Clinical ID badge.

Each student will submit 1 documentation example for Week 5. These are in addition to the notes that are required by your CI during your rotation. The note is to be uploaded to Blackboard by midnight on Friday of the Week 5. The notes are to be written on your actual patients with **all personal identifying information removed (name, address, birth date, medical record number, etc.) YOUR CI MUST APPROVE THE NOTES BEFORE YOU SUBMIT TO VERIFY CORRECT THE REMOVAL OF PHI.** These notes will be used to grade documentation skills. Areas such as organization of the information, formatting of the information, use of appropriate language, placement of information in appropriate sections, and overall documentation skills will be evaluated.

The student must provide an inservice to the site employees. The student must submit a copy of the handout for the presentation by the end of the clinical into Blackboard.

******The clinical instructor maintains the right to terminate the clinical. Based on the circumstances and justifications of the termination, the student may or may not be offered another site to complete that clinical cycle, offered a chance to repeat the clinical at that site or another site, or may be dismissed from the program. This decision would be reviewed on a case-by-case basis through a faculty ad-hoc review process if the student completes and submits a formal request.***

Attendance

Attendance: "Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend classes and clinical assignments as scheduled." **All absences must be reported in this order. 1st to Pamela Quintanilla, PTA, ACCE or if unable to reach then to Kelly Jones, PT, DPT, Program Director of PTA program by no later than 7 am prior to the start of scheduled workday by phone contact only. 2nd, you will be instructed how to contact the Clinical Instructor by the ACCE.**

Attendance Policy for Clinical or Practicum Attendance

1. ***Attendance will comprise 10% of the final grade for the clinical or practicum.***

    1. ***Each student begins with 100 points.***
    2. ***Each tardy results in a 5-point deduction.***
    3. ***Each absence results in a 10-point deduction.***
    4. ***Each time the student leaves early will result in a 5-point deduction.***
2. ***Routine or health maintenance appointments need to be scheduled outside of clinical and practicum times or scheduled during break times.***
3. ***Each acute illness episode (for self or child) requires a primary health care provider's verification.***
4. ***Transportation failures will result in a penalty.***
5. ***The student is required to arrive at the clinic early enough to be at the designated work station and ready to work at the start of the clinic day.***
6. ***Each student will clock in through www.trajecsys.com upon arrival at the work station and clock out when they leave the workstation.***
7. ***The student must recover the hours missed if the clinic is open and the appropriate licensed PT or PTA is willing, on-site, and able to provide legally required supervision of the student.***
8. ***The student is not required to recover hours missed which were due to the clinic's closure for a holiday, for a low-census day or early closure day, or for the absence of an appropriate licensed PT or PTA to provide legally required supervision.***
9. ***The method to recover hours will be chosen by the site clinical instructor and could result in extended days, weekend hours, extension of clinical duration, or failure of the clinical.***
10. ***Failure of Practicum 1 results in dismissal from the program.***
11. ***Extenuating or unusual situations will be handled on a case-by-case basis through a faculty ad-hoc review process if the student completes and submits a formal request.***